APPENDIX B

INSTRUCTIONS FOR COMPLETION OF DD FORM 1822,
"REPORT OF DISCLOSURE OR DENIAL OF u. So CLASSIFIED MILITARY INFORMATION"

A. GENERAL

   Review the following general instructions and sample form, figure B-1 ., before completing DD Form 1822:

   1. Typewriter Settings

      - IMPORTANT - Use 10 pitch only.
      - Use OCR font A.   OCR font B may be used as a substitute.

            OCR FONT A. 10 pitch, ABCDEFGHIJK, 12345 67890
            OCR FONT B, 10 pitch, ABC DE FGHIJK, 1234567890

      - Set the paper guide to "O."
      - Set the left margin to 6, or so that typing begins just inside the
        vertical blue line.
        Set TABS to 16, 31, 45, 56, 71, and 80. This may have to be adjusted
        by adding or subtracting 1 to each TAB when you align the form.
      - Type in CAPITAL LETTERS.

   2. Handling and Aligning the Form

      - Do not mske any extraneous marks on the f rent or reverse of the form.
      - Do not fold or staple the form.   Discard soiled or dog-eared blanks.
      - Enter in the typewriter to the line marked, "USE TO ALIGN. " Using the
        preset TABS, type a character at each TAB setting. The character should
        appear under the right hand cross of the "T, " like this ⊤A . Adjust
        the form and TABS, as necessary.   Once this adjustment is complete,
        MAKE NO FURTHER ADJUSTMENTS TO THE FORM EVEN THOUGH THE ALIGNMENT MAY
        APPEAR TO BE OFF.   Once you are experienced in use of the form, this step
        may be omitted.
      - Mail the form in a 9- by 12-inch, or larger, envelope. Do not fold the form
        for mailing.

   3. Typing the Form

      - Type in CAPITAL LETTERS.
      - Each numbered data element begins either at the left margin or at one of
        the preset TABS.   Always begin typing at the TAB setting without entering
        a space even if the entry does not fit in the box exactly. This is neces-
        sary since the OCR reader determines which data element it is reading by
        its position on the page.
      - Do not use standard word breaks at the right margin in the text fields
        (Data Element Nos. 18., 21., 22.g., and 22.h.). Type as close to the
        right margin as possible without going over the vertical blue line. Do a
        carriage return and cent inue as if you were typing one cent inuous line.
      - Do not use any alternate characters such as a small "L" in place of a "1"
        (one), or a capital letter "0" in place of a "O" (zero).

Be sure your entries are not longer than the space provided on the form. See the section below on use of continuation forms.

4. <u>Making Correct ions</u>

If at all possible, use a carbon film ribbon on your typewriter. Use a "lift off" correction tape (automatic correction typewriters) or "lift off" correct ion sheets.
- Do not use "white out," "stick-on" correction tape, or correction tapes/ sheets that deposit a white chalk over the incorrect character. If you can not use the "lift off" correction tape and carbon ribbon, then backspace over the incorrect letter and overstrike a "#," '%" or "$"" The OCR reader will detect this as an error and a correction shall be made when the information is being processed into FORDTIS. We have had good experience completing the DD Form 1822 on word processing equipment. This is the best way to get error free copy. Please call the FORDTIS office if you wish to discuss this method (AUTOVON 227-1 655 or commercial (202)697-1 655).

5. <u>Security Markings</u>

If the DD Form 1822 is classified, stamp the security classification, top and bottom, on the lines marked, "CLASSIFICATION." Be sure to enter the same classification code in Data Element No. 2.
Enter the "Classified by" information on the line in the lower right corner of the form. The declassification instruct ions are entered on the form in Data Element No. 3.

6. <u>Use of Continuation Forms</u>

A continuation form may be necessary for the following data elements:

5.	REQUESTING COUNTRIES	(Up to 50 entries)
17. -	SUBJECT COUNTRIES	(Up to 50 entries)
19. -	CROSS-REFERENCE	(Up to 20 entries)
20. -	KEYWORDS	(Up to 25 entries)
21. -	REMARKS	(Up to 60 lines)
22. -	LINE ITEMS	(Up to 25 items)

- Use a blank DD Form 1822. Type the page number in the block in the upper right corner marked "Page No. " starting with "2. "

Proceed to the data element or elements that are to be continued and type the additional information. It is not necessary to enter any other data.

Use as many continuation forms as required, up to the maximum length of the data element being cent inued.

Please keep continuation forms together with the correct page 1.

- In some instances, it may be easier to divide one case into two or more cases than to use continuation sheets. Make a note in REMARKS if you do this.

A SLIGHT MISALIGNMENT
IS NOT A PROBLEM

CLASSIFICATION

TO						
SN A	B	C	D	E	F	G

REPORT OF DISCLOSUREORDENIAL OF US CLASSIFIEDMILITARY INFORMATION |PAGE NO.|

1. SHORT TITLE	ENTER A MEANINGFUL SHORT TITLE		2. CLAS U
3 DECLASSIFICATION INSTRUCTIONS	SEE DOD 5200.1-R	4. DATE OUT	01 12 85

5 REQUESTING COUNTRIES	UK GE FR JA KS IS		
6. ACTION	B 7. DENIAL REASONS	8. NDP CODES 1 3 4 9. LOG NO.	MI-123-84
10 SIGNIFICANT N 11. REPETITIVE	N 12 AGENCY DA 13 OFFICE	MICOM
14 DECOMP N 15. FLAGS	A A B B C C D 1 16. LOCAL USE	MISSILE PROGRAM
17 SUBJECT COUNTRIES	PO UR CR	

| 18. CASE DESCRIPTION | START THE CASE DESCRIPTION HERE. IT IS NOT NECESS |

ARY TO DUPLICATE OTHER INFORMATION IN THE CASE; HOWEVER, YOU CAN INCLUDE HO
W THE REQUEST WAS RECEIVED AND THE PURPOSE FOR THE REQUEST ALONG WITH WHAT
HAS BEEN REQUESTED. N O T I C E HOW THE WORD BREAKS ARE MADE IN THIS EXAMPLE.
REMEMBER, DO NOT ADJUST THE FORM ONCE YOU BEGIN TYPING.

19 CROSS REFERENCE		20.	KEYWORDS
a. TYPE	b. CROSS REFERENCE	THE FIRST KEYWORD	
NDPE	0012-84	SECOND KEYWORD	
CMI	1234-84	F-16.	
		AN/TPQ-36	

| 21. REMARKS | THE CASE REMARKS START HERE. IF THE CASE IS DENIED IN WHOLE OR I |

N PART, THEN THERE MUST BE A REASON HERE EXPLAINING WHY THE DENIAL WAS MAD
    ANY SPECIAL REMARKS SHOULD BE ENTERED WHICH WILL MAKE THE CASE UNDERSTA
DABLE TO SOREONE UNFAMILIAR WITH THE DOCUMENT OR PROGRAM, OR ITS RELATIONS
IP WITH OTHER PROGRAMS. THE INFORMATION HERE IS VERY IMPORTANT IN ASSISTIN
    OTHER ACTIVITIES ThAT MAY BE HAKING DISCLOSURE DECISIONS THAT ARE RELATE
    YOU MAY USE A CONTINUATION SHEET FOR THIS ITEM, IF NECESSARY.

22		LINE ITEMS		
a. ITEM NO 1	b TYPES	d D E .. CLAS	d d. ACTION	A e. DENIAL REASONS
J. 00 CUMENT/EQUIPMENT NO.		RFQQ-1234-83		
g. DOCUMENT/EQUIPMENT NAME		PROCEEDINGS OF THE FIRsT ANNual MEETING ON THE USE
OF CONVENTIONAL CANNON ARTILLERY				
h. ITEM REMARKS		THIS DO CUMENT MAY BE DISTR Ib uT ED WITHOUT RESTRICTI
ON TO NATO MEMBER NATIONS.				

, ITEM NO N	b TYPES	d X E c. CLAS	U d. ACTION	7 e. DENIAL REASONS
f. DOCUMENT/EQUIPMENT NO.		AACC-2345-83		
S DOCUMENT/EQUIPMENT NAME		MINUTES OF THE STEERING COMMITTEE - JUNE 82.

| h. ITEM REMARKS | | THIS DOCUMENT CONTAINS POLICY RECOMMENDATIONS WHIC |
| H HAVE NOT BEEN APPROVED. NO FOREIGN RELEASE IS PERMITTED. | | | |

a. ITEM NO.	b. TYPES	c. CLAS	d. ACTION	e. DENIAL REASONS II
f DOCUMENT/EQUIPMENT NO.				
g. DOCUMENT/EQUIPMENT NAME				
A. ITEM REMARKS				

, ITEM NO.	b WPES	c. CLAs	d. ACTION	e. DENIAL REASONS
f. DOCUMENT/EQUIPMENT NO.				
g. DOCUMENT/EQUIPMENT NAME				
k. ITEM REMARKS				

DD FORM 1822   EDITION OF NOV 79 IS OBSOLETE

CLASSIFIED BY _____

NOTE THE
WORD BREAKs

DO NOT REALIGN THE PAPER
ONCE YOU BEGIN TYPING

CLASSIFICATION

☆ U S GPO: 1983-414-030

Figure B-1.   Sample DD Form 1822

B. <u>DATA ELEMENTS</u>

Enter inf ormat ion for the data elements in accordance with the instructions provided for each data element. Tables for data element codes are in Appendix A. Instruct ions for typing the DD Form 1822 and examples are in section A., above. Following the instructions for each data element are two codes in parenthesis. The first indicates the maximum number of characters that may be entered for that data element, for example, (58). The second indicates whether an entry is mandatory (M) or optional (0).

Data Element Number	Data Element Name	Instruct ions
1.	Short Title	Enter a one-line summary that identifies the case. (58) (M)

2.	Classification	Enter the classification of the DD Form 1822 as one of the following codes:
		
		    U - UNCLASSIFIED
		    c - CONFIDENTIAL
		    s - SECRET
		
		(1) (M)

3*	Declassif i cat ion Instruct ions	Enter the declassification instructions in accordance with DoD 5200.1 -R (reference (i)). If no entry is made and the DD Form 1822 is classified in Data Element No. 2., an automatic entry of "OADR, " "Originating Agency's Determination Required, " shall be made when the case is entered in FORDTIS. (30) (o)
4.	Date Out	Enter the date the case was closed in the format day, month, and year (DD/MM/YY). (6) (M)
5.	Request ing Country	Enter up to 50 codes that identify the count ri es to which the disclosure is granted or denied. See Appendix A, Table 1, for the country cod es. If the number of entries exceeds 17, see section A., above, on the use of cent inuat ion sheets. Entry of one country code is mandatory. (2) (M)

Data Element Number	Data Element Name	Instructions
6.	Action	Enter the code for the decision on the case in accordance with Appendix A, Table 6. If the case consists of multiple items some of which are approved and some denied, then use code "S, " "Split - See Remarks, " or divide the case in two, with approved/qualified approval on one and denial on one. (1) (M)
7.	Denial Reasons	Do not make an entry for this data element. If the case is a denial, enter the specific reason in "Remarks" (Data Element No. 21.) or in "Item Remarks" (Data Element No. 22.h.). If the case is a denial, in whole or in part, a reason for the denial. is required.
8.	NDP Codes	Enter one or more NDP information category codes that apply to the case. See Appendix A, Table 2. At least one entry is required. (1) (M)
9.	Log No.	Enter a local log number, if one is used. (lo) (o)
10.	Significant	Enter a "Y" (yes) if the disclosure or denial is significant, otherwise enter an "N" (no). See the definitions in Chapter 1. (1) (M)
11.	Repetitive	Enter a "Y" if the case involves a recurring disclosure, otherwise enter an "N. " (1) (o)
12.	Agency	Enter the code for the agency processing the case. See Appendix A, Table 4. (2) (M)
13.	Office	Enter the office or activity within the agency that is processing the case. This may be an office symbol, command abbreviation, or other suitable identification. (25) (M)

E-5

Data Element Number	Data Element Name	Instructions
14.	Decomp	Enter a "Y" if the information disclosed or denied is intelligence information that has been decompartmented, otherwise enter an "N." (1) (M)
15.	Flags	These four fields may be defined by the activity preparing the DD Form 1 &22. Any letter or number can be a flag. They can be used, for example, to identify disclosures in relation to specific disclosure programs or in relation to specific weapons programs. It is advisable to document a set of standard flags if this data element is used. (1) (o)
16.	Local Use	This text field can be defined by the activity preparing the DD Form 1822. **(20) (o)**
17.	Subject country	Enter up to 50 country codes to indicate the country(ies) the information being disclosed is about. See Appendix A, Table 1. If more than 17 entries are required, see section A., above, on the use of continuation sheets. (2) (o)
18.	Case Description	Enter a description of the case. (5 lines) (M)
19.	Cross-Reference	Enter up to 20 cross-references. Refer to the example, Appendix B, figure B-1 . If more than three cross-references are required, refer to section A., above, on the use of continuation sheets.
19. a.	Type	Enter the case type of the cross-reference. See Appendix A, Table 5. (5) (0)
19.b.	Cross-Reference	Enter the FORDTIS case identification number of the cross-reference. (15) (o)

Data Element Number	Data Element Name	Instructions
20.	Keywords	Enter up to 25 keywords from the FORDTIS keyword list. See the example, Appendix B, figure B-1 ., for the proper format. Use the most specific keywords that apply, for example, use "F-4E" instead of "FIGHTER AIRCRAFT. " If more than four keywords are required, see section A., above, on the use of continuation sheets. One keyword is required. (45) (M)
21.	Remarks	Enter up to 60 lines of text. If the case decision is a denial, in whole or in part, then a reason for the denial must be entered. If the remarks entry is more than seven lines, refer to section A., above, on the use of continuation sheets. (60 lines) (M, if case is a denial)
22.	Line Items	A line item entry is made for each separate document or item covered by the case. Up to 25 line items may be entered. If more than four line items are entered, refer to section A., above, on the use of continuation sheets. One line-item entry is required.
22a.	Item Number	Enter a number for each line item beginning with 1. (1) (M)
22.b.	Item Types	Enter up to three line-its types. See Appendix A, Table 3. One item-type code is required for each line item. (1) (M)

22.c.	Item Classification	Enter the class ification of the document or item being disclosed or denied. Use one of the following codes:
		
		      U - UNCLASSIFIED
		      c - CONFIDENTIAL
		      s - SECRET
		      T - TOP SECRET
		
		(1) (M)
		
		  m : DO NOT enter TOP SECRET information on the DD Form 1822.

Data Element Number	Data Element Name	Instructions
22.d.	Item Action	Enter the decision code for the its. See Appendix A, Table 6. (1) (M)
22.e.	Item Denial Reasons	Do not make an entry for this data element. If disclosure of the item is denied, in whole or in part, then a specific reason must be entered in Item Remarks (Data Element No. 22.h.).
22.f.	Document or Equipment Number	Enter the document number or unique identification number of the item approved or denied for disclosure. An entry is required either for this data element or for the next data element. (25) (M)
22.g.	Document or Equipment Name	Enter the document title or the name of the item approved or denied for disclosure. An entry is required either for this data element or for the previous data element. (3 lines) (M)
22.h.	Item Remarks	Enter information that will be useful for an understanding of the decision or nature of the item. If the decision is a denial, in whole or in part, then a reason for the denial must be entered. (3 lines) (M, if case is a denial)